

## DUTY STATEMENT

<b>Class Title:</b> Housing and Community Development Representative II	<b>Position Number:</b> 580-402-8962-901
<b>Unit:</b> Housing Opportunities for Persons with AIDS/ Residential AIDS Licensing Facilities Programs	
<b>Section:</b> CARE Section	
<b>Branch:</b> HIV Care Branch	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Housing and Community Development Representative II (HCDR II) plans, coordinates, and performs technical program activities for the Care Section as required by the Housing Opportunities for Persons with AIDS (HOPWA) Program; functions independently, with minimal supervision, as a technical resource for the development and provision of housing for persons living with HIV/AIDS; provides technical assistance to local planning groups and contractors; serves on behalf of the section as a liaison to other government agencies on housing-related issues; and oversees the state-funded Residential AIDS Licensed Facilities (RALF) Program, which provides operational funding to approximately 17 licensed residential AIDS projects. The HCDR II must have a working knowledge of Microsoft Access, Word, Excel, and Outlook.

**Supervision Received:** General direction from the Staff Services Manager I, Chief of the CARE Section.

**Supervision Exercised:** None.

**Description of Duties:** General oversight of the HOPWA and RALF housing programs; and provision of technical assistance to a variety of agencies and units of local government regarding the provision and development of HIV housing programs and projects.

<b>Percent of Time</b>	<b>Essential Functions</b>
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25%	Provide guidance to community-based organizations and health departments on the implementation of the RALF and HOPWA programs, including compliance with the U.S. Department of Housing and Urban Development (HUD) and the State of California's eligibility guidelines and regulations regarding HOPWA and RALF, fair housing/equal opportunity, environmental clearances, procurement, and relocation.
15%	Travel to conduct detailed program monitoring and site visits of licensed RALF sites in accordance with state monitoring processes to ensure contract and program compliance and completion of program goals; develop technical monitoring letters; provide technical assistance and ongoing follow-up to ensure program and fiscal compliance; travel to conduct HOPWA site visits for contract monitoring and program evaluation in accordance with prescribed procedures to ensure contract compliance and completion of federal program goals; and assist with the management of contracts under state and federal guidelines.

- 15% Assist the Housing and Community Development Specialist I in providing technical assistance as follows: completion of comprehensive housing needs assessments; development of housing programs and policies; identification of available affordable housing alternatives and housing and community development resources, including federal and state funding; grantsmanship to secure assistance and financing for site acquisition, new housing and community residences, and rehabilitation; local zoning and planning requirements; and assistance in securing professional services (architectural, etc.).
- 15% Oversee the annual program funding process, to include the development of annual Request for Application documents for announcing the availability of RALF program funding; provide a detailed review of program applications; and develop program standard agreements and detailed scopes of work for all funded facilities.
- 15% Work with the Office of AIDS' administration in finalizing agreements; respond to inquiries regarding RALF and HOPWA funds; and develop program policies, implementation procedures, and regulations in conformance with all pertinent state and federal funding regulations.
- 10% Make oral presentations; prepare written reports and correspondence, application guidelines, and guidelines for monitoring and evaluating housing programs; and provide consultation to departmental management on housing-related inquiries.

**25% Travel Required**

**Percent of Time      Marginal Functions**

- 5% Other duties as required.

Employee's signature	Date	Supervisor's signature	Date
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